CNET INSTRUCTION 4419.1A

Subj: CENTRAL MANAGEMENT OF DEPOT LEVEL REPAIRABLES FOR CNET
        ACTIVITIES

Ref: (a) OPNAVINST 4400.9B
        (b) NAVSUPINST 4421.20
        (c) NAVSUPINST 4440.182
        (d) NAVSUPPUB P-437
        (e) NAVSUPPUB P-545
        (f) CNETINST 4400.1D
        (g) CNETINST 3040.1
        (h) CNETINST 1543.4C
        (i) SECNAVINST 5500.4G
        (j) CNETINST 10170.2E   (A

Encl: (1) Chief of Naval Education and Training Depot Level
            Repairable Program Requirements and Procedures

1. Purpose. To promulgate policy and procedures for centralized
management of Depot Level Repairables (DLRs) within Chief of
Naval Education and Training (CNET) activities.

2. Cancellation. CNETINST 4419.1

3. Scope. This instruction applies to Naval Education and   (R
Training Command activities that manage, use, process, or control
Aviation DLR (AVDLR) items managed by the Aviation Supply Office
(ASO) in cognizance code 7R, non-AVDLR items managed by the Navy
Inventory Control Point (NAVICP) in cognizance codes 7E, 7G, 7H,
and 7N, and General Purpose Electronic Test Equipment (GPETE).
This instruction does not apply to management of AVDLRS at Naval
Air Stations previously under the cognizance of the Chief of
Naval Air Training (CNATRA). For the purpose of this instruc-
tion, all of these items will be referred to as DLRs. Trans-
actions involving procurement of DLR material funded by other
agencies, such as reimbursable agreements between systems
commands and the training activity, are exempt from these
procedures. References (a) through (j) provide guidance on the
monitoring and requisitioning of DLRs and are the basis for these
procedures.

4. Background. Reference (a) directs intensive management of
DLRs to cope with the sophisticated maintenance philosophies
and supply management procedures for these repairables. The
diversity of the equipment and missions of CNET activities
necessitates command-wide coordination of DLR assets and

resources. To provide central control of these resources, a
Training Repairable Item Manager (TRIM) has been established as a
R) division of the Naval Education and Training Professional Devel-
opment and Technology Center (NETPDTC).

5. <u>Action</u>

a. The TRIM will manage DLRs in accordance with procedures
in Section 1 of enclosure (1). Responsibilities include:

(1) Managing specified CNET DLR funds.
D)
(2) Allocating spending ceilings of DLR funds to user
activities.

(3) Monitoring spending rates for DLR funds by user
activities and adjusting ceiling allocations as necessary to meet
overall needs.

(4) Tracking DLR requisitions and turn-in of not-ready-
for-issue (NRFI) DLR carcasses to ensure proper credit.

(5) Managing and controlling the DLR program through
oversight and review of program performance indicators.

(6) Maintaining requisition, turn-in and receipt documen-
tation, and reconciling carcass tracking followup documents with
document identifier "BK" for TRIM requisitions.

b. Activities governed by this instruction will manage DLRs
in accordance with procedures in Section 2 of enclosure (1).
Responsibilities include:

(1) Maintaining shipboard-type inventory and accountabil-
ity procedures of DLRs in accordance with the procedures in this
instruction and reference (f).

(2) Requisitioning replacement DLRs under a one-for-one
reorder policy.
D)
(3) Providing CNET Program Automated Tracking System
(CPATS) change forms containing full course and equipment infor-
mation and justification to request and justify additional DLR
funds. Although the TRIM will submit CPATS Change Forms, user
activities must identify changing requirements based on new or
modified equipment installations to the TRIM to support this
submission.
D)
(4) Providing a designated point of contact for DLR
matters.

(5) Ensuring all supply management actions are accomplished taking action to followup on outstanding and overage DLR requisitions, expediting requisitions, conducting internal Material Obligation Validations (MOVs) and tracking DLR carcass turn-ins.

(6) Providing timely responses to status reports provided by the TRIM.

(7) Providing copies of receipt and NRFI turn-in documents to the TRIM for all DLR requisitions.

6. Forms. DOD Single Line Item Release/Receipt Document   (R (Manual) (DD Form 1348-1), NSN 0102-LF-013-1509 and Single Line Item Consumption/Requisition Document (Manual), (NAVSUP 1250-1 (7PT) (Rev. 12/76)), NSN 0108-LF-501-2506, are available through the Naval Supply System from the cognizant 1I stock point.

                              /S/F.M. DIRREN, JR.
                                 Vice CNET

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**CHIEF OF NAVAL EDUCATION AND TRAINING
DEPOT LEVEL REPAIRABLES PROGRAM
REQUIREMENTS AND PROCEDURES**

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Enclosure (1)

INTRODUCTION

1. This enclosure is divided into two sections. Each section provides procedures for a particular segment of the DLR procurement process.

    a. Section 1 - Training Repairable Item Manager

    b. Section 2 - User Activities

2. The references cited by this instruction are:

    a. OPNAVINST 4400.9B, Depot Level Repairable Item Management

    b. NAVSUPINST 4421.20, Advanced Traceability and Control (ATAC) Retrograde Depot Level Repairable (DLR) Program

    c. NAVSUPINST 4440.182, Remain-in-Place List for SPCC Managed Depot Level Repairable (DLRs)

    d. NAVSUPPUB P-437, Supply Operating Procedures Manual

    e. NAVSUPPUB P-545, Depot Level Repairable (DLR) Requisitioning, Turn-In and Carcass Tracking Guide

    f. CNETINST 4400.1D, Inventory Management of Technical Training Equipment (TTE) Repair Parts

    g. CNETINST 3040.1, Technical Training Equipment and Training Device Casualty Report (CASREP)

    h. CNETINST 1543.4C, Technical Training Equipment Management

    i. SECNAVINST 5500.4G, Procedures For Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property

    j. CNETINST 10170.2E, Centralized Training Equipment   (A Management (CENTRA) Automated Data Processing (ADP) System

SECTION 1

TRAINING REPAIRABLE ITEM MANAGEMENT (TRIM)

1.1   Introduction. The TRIM is responsible for central management of DLR resources. This responsibility includes allocating budget ceilings, requisitioning DLR materials, monitoring NRFI turn-ins, and tracking until supply and fiscal records are closed out.

1.2   Requisitions. The TRIM will give blocks of serial numbers to user activities for requisitioning DLR material. Requests for DLR material may be received for processing by the TRIM in various ways. MicroSNAP users will originate requests via the Micro-SNAP system. All other activities will pass requests to the TRIM via electronic mail (e-mail), telecopy, or naval message. TRIM personnel will enter all requests into the TRIM MicroSNAP system. TRIM personnel will validate all DLR requests and screen Navy Supply System files for availability of excess assets prior to releasing the requisition.

D)
1.2.1 Exceptions Requiring Authorization. The TRIM will screen all requests for material under Advice Code 5A/5D and pass all valid requests to higher authority for authorization. Exception requests will be evaluated to weigh the urgency of need against available resources.

1.2.2 Interface and Documentation Requirements. The TRIM will work directly with supply personnel at the user activities to rectify or clarify any data or justification deficiencies.

1.3   Status/Tracking. The status of all DLR requisitions will be reviewed on a regular basis by the TRIM with any questionable status investigated. Questionable status would include overdue delivery dates, unacknowledged pass to status, receipt acknowledgements (X71) or BK1s questioning carcass turn-in. The TRIM will send periodic status reports to user activities.

1.3.1 Carcass Follow-Up. The TRIM will respond to all BK
D) inquiries, based on (BC1) turn-in data provided by the user activities. The user activities may be called upon to assist in tracing the NRFI material.

1.4   Fiscal Accounting and Reporting. The TRIM will assign budget ceilings to each user activity and adjust ceilings as needs and resources dictate.

R) 1.4.1 Job Order Number. The TRIM will maintain a Resources Management System (RMS) Cost Account Dictionary and Master Job Order Number (JON) List for DLR material. Job Order Numbers for TRIM requisitions will consist of a one-character activity identifier assigned by the TRIM and the four-character Equipment

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Identification Code (EIC) from the Navy 3M System for the failed equipment. TRIM personnel will assist user activities in developing JONs.

1.4.2 <u>Fiscal Reconciliation</u>. Upon entry of the requisition into the TRIM MicroSNAP system, NETPDTC personnel will transmit   (R
appropriate fiscal data to the Financial Information Processing Center (FIPCEN) Pensacola. Expenditures will be monitored against obligations and any discrepancies reconciled.

SECTION 2

USER ACTIVITIES

2.1   Introduction. TRIM program user activities are those activities specified in paragraph 3 of the basic instruction.

R) 2.2   Requisitioning. User activities will requisition DLRs under a one-for-one reorder policy. A block of serial numbers will be provided to each user activity for use with TRIM requisitions. Routine DLR requisitions will use an "E" as the first character of the document serial number. DLR material required in support of documented equipment casualties (CASREPs) will use the letter "W" as the first character of the document serial number in accordance with reference (d). Procedures and requirements for casualty reporting are provided in reference (g). Exceptions to the requirements for a NRFI turn-in will be considered on a case-by-case basis when written justification is provided. Specific Military Standard Requisition and Issue Procedure (MILSTRIP) entries required on all TRIM DLR requisitions are as follows: the Unit Identification Code (UIC) in the requisition number will be N68322 (the UIC of the TRIM); the Supplemental Address will be the UIC of the requesting activity; Media and Status Code will be "F"; the Signal Code will be "J"; the Quantity will be "00001"; and the Fund Code will be "WN".

R) 2.2.1 Excess Screening. Prior to releasing any requisition to the supply system, TRIM personnel will screen Navy Supply System excess files for free issue items that can be used to fill requirements. When excess is identified, the item will be ordered from the applicable free issue manager, eliminating the need to order (and pay for) the item from the supply system. Training activities should notify the TRIM of high priority needs (CASREPs, walk-through, etc.) either via telephone or telefax to facilitate expeditious screening.

R) 2.2.2 MicroSNAP Users. Activities using MicroSNAP will initiate DLR requisitions using the standard requisitioning procedures of MicroSNAP. Requisitions for DLR items will be passed to the TRIM using Routing Identifier Code (RIC) N48 for screening and release. E-mail, telefax, or naval message will be used as an alternative any time MicroSNAP is not accessible and for any non-standard request.

R) 2.2.3 Other User Activities. Non-MicroSNAP activities will use e-mail, telecopy, or naval message to submit DLR requisitions to the TRIM. Message and e-mail requests should use the standard 80 Card Column (80CC) MILSTRIP format. Although DLR requisitions are limited to a quantity of one per requisition, a single e-mail or message request may include multiple requisitions.

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2.2.4 <u>Job Order Number</u>. Each TRIM requisition must include a   (R
JON consisting of a one-character activity identifier assigned by
the TRIM and the four-character EIC from the Navy 3M system for
the failed equipment. The EIC contained in the JON must match
the EIC listed in the CENTRA database (reference (j)) for this
equipment. The Course Identification Number (CIN) provided by
the activity for the JON must also match that provided in CENTRA
for that EIC. For all users, the JON for each requisition must
be forwarded to the TRIM via telephone, telecopy, or e-mail.
This should be done expeditiously to permit proper charging of
DLR expenditure.

2.2.5 <u>Non-Standard Requests</u>. Non-standard requests should be
made by e-mail or message. Special requests (do not substitute),
expeditious handling, or requests for DLR items with Advice Codes
5A or 5D (requisitions with no turn-in carcass) are categorized
as non-standard requests. These requests must have a paragraph
devoted to an explanation/justification of the requirement.

                                                                  (D
2.2.6 <u>Status and Follow-up</u>. All users will receive requisition   (R
status in the normal manner. Traditional responsibilities for
status monitoring, timely follow-up, submission of Quality
Deficiency Reports (QDRs) and Report of Discrepancy (RODs) will
remain with the activity. The TRIM will support this function
with periodic reports and timely reminders based on its monitor-
ing responsibilities.

2.3   <u>DLR Turn-In</u>. User activities will turn in NRFI DLR
material to the nearest Advanced Traceability and Control (ATAC)
hub per references (b), (d), and (e). When required, turn-in of
RFI DLR material will be per the Material Turned into Stores
(MTIS) procedures outlined in reference (d). Credit will be
requested at time of turn-in.

2.3.1 <u>Documentation Requirements</u>. The shipper will obtain a
signed copy of the DD Form 1348-1 as proof of custody transfer
and will maintain a record of this transaction. Activities will
mail a legible copy of the turn-in document to the TRIM. A hard
copy of the DD Form 1348-1 should be in the hands of the TRIM no
later than 8 working days from the date on the requisition.

2.3.2 <u>Remain-in-Place Certification</u>. Use of Advice code "5S"
Remain-In-Place (RIP) certification will be limited by the pro-
visions of reference (c). Requests to waive these provisions
should be submitted in writing to the TRIM prior to submission
of the requisition. A copy of the turn-in document for "5S"
material will be due at the TRIM within 8 working days of receipt
of the new part.

2.4   <u>Receipt Acknowledgement</u>. All activities should send   (R
copies of receipt documents to the TRIM within 8 days of receipt

to document completion of the transaction. MicroSNAP users will also enter receipt data into the system to close out the Micro-SNAP requisition record.

2.5   <u>Losses</u>. When a DLR/DLR Carcass is destroyed or lost (including losses discovered by inventory), a Financial Liability Investigation of Property Loss (DD Form 200) will be prepared in accordance with reference (h) and processed as a Missing, Lost, Stolen or Recovered (MLSR) report if the monetary criteria meets the MLSR requirements. Replacement requisitions will cite advice code "5A" and the survey document number will be listed in the remarks field. A copy of the DD Form 200 shall also be forwarded to the TRIM.

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